



# Instructions for Completing the Assessment Form— Annual Data Submittal

OMB No. 2050-0139  
Expiration Date: July 31, 2007

The WasteWise Assessment Form serves two purposes:

- 1 New partners can submit baseline data (within 2 months of registering).
- 2 Existing partners can report their annual waste reduction efforts.

For those without Internet access, please fax to (703) 934-3183 or send a hard copy to EPA WasteWise, c/o ICF International, 9300 Lee Highway, Fairfax, VA 22031.

## Who Should Report?

All new partners are expected to report baseline data within two months of joining WasteWise. Existing partners are expected to submit the Assessment Form annually with updated data.

## Why Report?

EPA asks its WasteWise partners to annually report their WasteWise-related activities for several reasons. First, such information serves as a useful example and inspiration for other organizations considering waste reduction initiatives. Second, this information helps EPA and you better understand your WasteWise activities. Using this information, WasteWise can help you identify new opportunities for cost savings and waste reduction, as well as assess improvements resulting from your participation in WasteWise (which can be very useful when management buy-in is needed for new initiatives).

As you are filling out the WasteWise Assessment Form, please keep in mind that the more specific information you provide, the more accurate the related greenhouse gas emission reduction data will be. WasteWise provides this data to all reporting partners on an annual basis via the individual Climate Profiles. If you do not have the specific data requested, please leave it blank. EPA recognizes that not everyone will be able to measure to this level of detail.

## How Do I Fill Out the Assessment Form?

### Section I: Participant Information

Please provide your current contact information, including which facilities you are reporting for and the current number of employees. WasteWise uses the number of employees to normalize reported waste reduction data (per capita data). The normalization process helps the program understand changes in reported data and the link to your waste reduction efforts.

### Section II: Current Waste Reduction Activities

- **This Report Covers Data Measured From...To...**—Most partners will report January 1 to December 31, 2006, but others track data for their fiscal year. *If you are a new partner and are reporting for less than one year, note the time period measured and WasteWise will extrapolate the data to be equivalent to 12 months' worth.*

- **Total Amount of Municipal Solid Waste Disposed of During Reporting Period**—This figure should only include waste sent to the landfill/incinerator; your organization's recycling figures will be entered elsewhere. Please make sure that these data correspond to the period of time discussed above. WasteWise will accept either tons or pounds, please designate which unit you use.
- **This Data is Baseline Data/Annual Data**—Be sure to check off the appropriate box.

#### **WASTE PREVENTION TABLE—Current Activities + Future Goals**

Note: If you submit a hard copy of this form, you might need to make a photocopy of this section to report all the waste prevention activities conducted as part of your WasteWise-related efforts.

- **Product/Material**—Enter the product and/or material that you reduced or reused (e.g., bottles-PET, cans-aluminum, tires-rubber).
- **Description of Waste Prevention Activity**—Describe how you reduced or reused the product/material (e.g., closed-loop toner cartridge reuse, manufacturing process improvement). Provide any explanation about the data here or in the **Comments** section of the form.
- **Amount Prevented**—Enter the weight of the material prevented. WasteWise will accept either tons or pounds, please designate which unit you use.
- **Goals for Upcoming Year**—If your goals will remain the same for the next year, then simply enter *"Unchanged"* in the box. For a new goal (related to the same product/material) simply enter the new activity. If you prefer not to focus the upcoming year's efforts on a current product/material, simply enter *"N/A"* on the corresponding line. To set a goal for a product/material that you have not previously focused on, enter the new product/material, enter *"N/A"* in both the **Description of Waste Prevention Activity** and **Amount Prevented** columns, and then enter your goal in the final column.

#### **RECYCLING TABLE—Current Activities + Future Goals**

Note: If you submit a hard copy of this form, you might need to make a photocopy of this section to report all of your recycling activities conducted as part of your WasteWise-related efforts.

- **Product/Material**—Enter the product and/or material that you recycled (e.g., magazines-coated paper, boxes-corrugated, silverware-plastic).
- **Description of Recycling Activity**—Provide any necessary description (e.g., sent yard trimmings off site for composting, employee file cleanup day collection). Provide any explanation about the data here or in the Comments section of the form.
- **Amount Recycled**—Enter the weight of the material recycled. WasteWise will accept either tons or pounds, please designate which unit you use.
- **Goals for Upcoming Year**—If your goals will remain the same for the next year, then simply enter *"Unchanged"* in the box. For a new goal (related to the same product/material) simply enter the new activity. If you prefer not to focus the upcoming year's efforts on a current product/material, simply enter *"N/A"* on the corresponding line. To set a goal for a product/material that you have not previously focused on, enter the new product/material, enter *"N/A"* in both the **Description of Recycling Activity** and **Amount Recycled** columns, and then enter your goal in the final column.

### **Section III: Cost Savings/Revenue**

- **Total Waste Prevention Revenue**—If possible, provide data on the revenue generated through waste prevention efforts (e.g., money earned from selling old office equipment or computers).
- **Total Recycling Revenue**—If possible, provide data on the revenue generated through recycling efforts (e.g., money earned from selling recyclables such as cans or bottles).

- **Total Avoided Purchasing Costs Due to Waste Prevention**—If possible, provide data on cost savings achieved by implementing waste prevention activities.

[avoided purchasing costs (\$) = quantity prevented (units) x cost per unit (\$/unit)]

**Total Avoided Disposal Costs Due to Recycling and Waste Prevention**—If possible, provide data on cost savings achieved by avoiding disposal.

[avoided disposal costs (\$) = {quantity recycled (lbs) x disposal costs (\$/lb)} + {quantity prevented (lbs) x disposal costs (\$/lb)}]

#### Section IV: Buy/Manufacture Recycled Products

- **Product/Material**—Enter the product and/or material containing recycled content that your organization purchased or manufactured (e.g., carpet-recycled PET, grocery bags-paper, shingles-asphalt).
- **Current Recycled Content Percent**—Enter the current recycled content percentage of the product. If this figure is a range, please provide an average.
- **Previous Recycled Content Percent**—If your organization previously purchased or manufactured this same product, enter the previous recycled content percentage. If this figure is a range, please provide an average.
- **Current Units Purchased or Manufactured**—Enter the number of units purchased or manufactured in the past year (e.g., number of boxes, drums, cubic feet, reams, cartons, gaylords, semi-tractor loads). *Please note whether it was purchased or manufactured.*

#### Section V: Comments

- Provide WasteWise with any additional information that you would like to share (e.g., awards received, other environmental activities, any changes in the organization that would affect the waste reduction efforts). As you describe your WasteWise activities, describe other, non-WasteWise factors, which might affect the results. Influential factors could include changes from the previous year's production or purchasing levels; facilities being closed; or participation in other internal or external voluntary waste reduction programs.

### Options for Submitting Your Form:

**1** Email to:  
<WasteWise@icfi.com >

**2** Mail to:  
EPA WasteWise  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22031

**3** Fax to:  
WasteWise  
c/o ICF International  
(703) 934-3183

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**If you have any comments or suggestions about the WasteWise program,  
please include them with your WasteWise Assessment Form,  
call the WasteWise Helpline at (800) EPA-WISE (372-9473), or e-mail <WasteWise@icfi.com>.**

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The public reporting and recordkeeping burden for this collection of information is estimated to average 40 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.